(1) *Fifteen-day Alert reports.* (i) The licensed manufacturer shall report each adverse experience that is both serious and unexpected, regardless of source, as soon as possible but in any case within 15 working days of initial receipt of the information. These reports are required to be submitted, for nonvaccine biological products, on a form designated by FDA or a suitable format containing all of the data elements in the FDA designated reporting form, and, for vaccines on a VAERS form. The licensed manufacturer shall promptly investigate all adverse experiences that are the subject of these 15-day Alert reports and shall submit followup reports within 15 working days of receipt of new information or as requested by FDA. If additional information is not obtainable, a followup report may be required that describes briefly the steps taken to seek additional information and the reasons why it could not be obtained. These 15-day Alert reports and followups to them are required to be submitted under separate cover and may not be included, except for summary or tabular purposes, in a periodic report.

(ii) The requirements of paragraph (c)(1)(i) of this section, concerning the submission of 15-day Alert reports, shall also apply to any person other than the licensed manufacturer of the final product whose name appears on the label of a licensed biological product as a manufacturer, packer, distributor, shared manufacturer, joint manufacturer, or any other participant involved in divided manufacturing. In order to avoid unnecessary duplication in the initial and followup submission of reports to FDA, the obligations of a manufacturer other than the licensed manufacturer, may be met by submitting all reports to the licensed manufacturer of the final product. If a manufacturer other than the licensed manufacturer elects to submit reports to the licensed manufacturer rather than to FDA, it shall submit each report to the licensed manufacturer within 3 working days of its receipt, and the licensed manufacturer shall then comply with the requirements of this section. Under this circumstance, the manufacturer shall maintain a record of this action which shall include:

(A) A copy of all adverse biological product experience reports submitted to the licensed manufacturer,

(B) Date the report was received by the manufacturer,

(C) Date the report was submitted to the licensed manufacturer,

(D) Name and address of the licensed manufacturer.

(iii) Each report submitted under this paragraph shall bear prominent identification as to its contents, i.e., ''15-day Alert report'' or ''15-day Alert report--followup.''

* * * * *

(f) *Reporting forms.* (1) Except as provided in paragraph (f)(3) of this section, the licensed manufacturer shall complete the reporting form designated by FDA (FDA–3500A, or, for vaccines, a VAERS form) for each report of an adverse experience.

* * * * *

(g) *Multiple reports.* A licensed manufacturer should not include in reports under this section any adverse experiences that occurred in clinical trials if they were previously submitted in the product license application.* * *

* * * * *

(j) *Guideline.* FDA has prepared a guideline for the submission of reports of adverse experiences and suggested followup investigation of reports.

§ 600.81 Distribution reports.

The licensed manufacturer shall submit information about the quantity of the product distributed under the product license, including the quantity distributed to distributors. The interval between distribution reports shall be 6 months. Upon written notice, FDA may require that the licensed manufacturer submit distribution reports under this section at times other than every 6 months. The distribution report shall consist of the bulk lot number (from which the final container was filled), the fill lot numbers for the total number of dosage units of each strength or potency distributed (e.g., fifty thousand per 10-milliliter vials), the label lot number (if different from fill lot number), labeled date of expiration, number of doses in fill lot/label lot, date of release of fill lot/label lot for distribution at that time. If any significant amount of a fill lot/label lot is returned, include this information. Disclosure of financial or pricing data is not required. As needed, FDA may require submission of more detailed product distribution information. Upon written notice, FDA may require that the licensed manufacturer submit reports under this section at times other than those stated. Requests by a licensed manufacturer to submit reports at times other than those stated should be made as a request for a waiver under § 600.90.